

End of Temporary Appointment

Employment of a person in one or more temporary positions cannot exceed 999 total hours of employment in state service for a period of 12 consecutive months. All time worked, including overtime, counts toward the 999 hours. Each temporary appointment must end after no later than 12 months, even if the appointee works fewer than 999 hours. A person may occupy more than one temporary position in a period of 12 consecutive months if the total number of hours does not exceed 999 hours. See K.A.R. 1-6-25

Even if you intend to immediately rehire the person, you must end the classified temporary appointment once the employee reaches the 999 hour limit or no later than 12 months after the hire/rehire. If rehiring a classified temporary to a regular position, you must enter a Termination/End of Temporary row before rehiring the person to the regular position. Be sure to make the effective date of the rehire at the beginning of a pay period.

Note: When an end of temporary appointment is entered, the temporary position does not become inactive. The position can be reused and another employee hired to the same position number.

How To: Terminate an employee at the end of a temporary appointment.

STEP 1:	Select the menu items in the following order: Workforce Administration > Job Information > Job Data
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Expected Results:	Job Data search page displays.
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STEP 2:	Enter the Employee ID in the EmplID field. Click 
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Expected Results:	Work Location page displays.
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STEP 3:	Click  to add a row.
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Expected Results:	A new Job Data row is added with the current date in the Effective Date field.
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STEP 4:	Change the Effective Date to the date of the end of the temporary appointment (the first day the employee does not return to work).
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Expected Results:	The field updates after tabbing out or clicking on another field.
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STEP 5:	Select Termination from the drop down list in the Action field.
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Expected Results:	The action displays in the Action field and the Reason field becomes blank.
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STEP 6:	Select End of Temporary as the Reason.
Expected Results:	Reason displays.
STEP 7:	Click 
Expected Results:	The date immediately before the Effective Date automatically populates in the Termination Date and Assignment End Date fields on Employment Data.